

The Township of Bass River is seeking a highly organized and self-motivated individual to serve as Clerk/Administrative Secretary. This full-time position will support the Governing Body, Municipal Clerk and other assigned departments. Key Responsibilities: The handling of correspondence, complaints and record-keeping for the Township. Maintain accurate messages for the governing body, municipal clerk and departments. Deliver exceptional customer service in person, by phone, and via email. Utilize computer applications efficiently for document preparation and data management. Ensure office operations run smoothly with strong attention to detail and organization. Qualifications: Strong verbal and written communication skills. Proficiency in Microsoft Office Suite and other relevant software. Detail-oriented with excellent organizational and time-management abilities. Experience in administrative secretary skills and office management is a plus. Ability to work independently and collaboratively in a fast-paced environment. Location: Bass River Town Hall, 3 North Maple Avenue, New Gretna, NJ Application Deadline: June 20,2025 To apply, submit your resume to jgleghorn@bassriver-nj.org.